

**SPIE.** REMOTE  
SENSING

**SPIE.** SECURITY+  
DEFENCE

MOVING  
TECHNOLOGY  
TO MARKET



# EXHIBITOR SERVICE MANUAL.

## CO-LOCATED EVENTS

Centre de Congrès Pierre Baudis  
Toulouse, France

Exhibition: 22-23 September 2015

Conferences & Courses: 21-24 September 2015

Exhibition Dates: 22-23 September 2015

Dear Exhibitor,

The SPIE Europe Security + Defence/ Remote Sensing 2015 (ESD15) Exhibitor Service Manual has been forwarded to you as the contact name submitted on the exhibitor contact. If you are making the exhibition arrangements, but will not be attending the exhibition, please pass on this pertinent information to all personnel representing the company onsite at this exhibition – this is very important, especially with the delivery or pick up of materials arriving onsite at the exhibition.

Please review the Exhibitor Checklist below to identify upcoming deadlines.

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline	Item	Completed
<b>JULY</b>		
<b>20</b>	Company Descriptions (Exhibitor Dashboard) Sponsorships	
<b>22</b>	Hotel Reservation Early Discount Deadline	
<b>AUGUST</b>		
<b>17</b>	Conference registration (if applicable)	
<b>28</b>	<a href="#">Freight Forwarding Handling Customs</a> (form JK2)	
<b>31</b>	<a href="#">Certificate of Insurance</a> (form JK1)	
<b>31</b>	<a href="#">Exhibitor Registration Badge Form</a>	
<b>SEPTEMBER</b>		
<b>4</b>	Hotel Reservations Deadline	
<b>7</b>	<b>SPIE Office Closed</b>	
<b>5</b>	<a href="#">Furnishings Utilities Services</a> (form JK3)	
	Fascia Company Name Board	
	Furniture	
	Carpet	
	Computer/AV	
	Electrical	
	Internet	
	Catering	
	Parking	
	Cleaning/Floral	
	Order Forms/Invoicing	

If you have any questions, please contact me via email, [amanda@spieeurope.org](mailto:amanda@spieeurope.org) or Cathy DeVries, at [cathy@spie.org](mailto:cathy@spie.org) in our U.S. SPIE Headquarters.

*Thank you for your continued support! Please contact me if you need help with your planning.*

Kind regards,

**Amanda Summers**  
**SPIE Europe Exhibitions Coordinator**

## Free Opportunities

### [Exhibitor Dashboard](#)

Two Places to Promote Your Company: ([See tutorial PDF for instructions](#)).

Use your personal SPIE.org account to log into the Exhibitor Dashboard to manage your Exhibition listing, including:

- Contact Information
- Company Description/Logo - **Deadline Monday 20 July 2015**
- Product Categories/Keywords
- Product Announcement/Press Release
- Exhibitor Directory
- Online Company Listing for all SPIE exhibitions for 11 months

### [Download E-postcard](#)

Invite your customers using a customisable pre-show email postcard, available soon. (Cut and paste the copy into your own email and send to your customers).

### [Download Event Logo](#)

Utilize the event logo in your exhibit promotions.

### [Social Networking Media](#)

Social media is the new face of business; let the SPIE team help yours! Join the conversation:

On Twitter, use the hashtag #Photomask to connect with attendees and the press.

- @SPIEtweets: Optics and photonics research and industry news.
- @SPIEevents: Tweets for and about SPIE exhibitors and members of the press.

On LinkedIn, post your news to all your connections, and join the SPIE group.

Stacey Crockett: phone 360-685-5458 • email [staceyc@spie.org](mailto:staceyc@spie.org)

- Join our Facebook page at [SPIE, the international society for optics and photonics](#) and see photographs and posts on our worldwide events. Post your comments.

## Paid Opportunities

### [Advertise](#)

Reach the most influential people and organisations in the European security and defence industry through print advertising.

### [Optics.org Buyers Guide](#)

Generate leads year round with a discounted Corporate Partner listing on optics.org buyer's guide. Includes company logo in optics.org buyer's guide, one job posting on the optics.org jobs pages and logo in all product postings for 12 months.

#### **SPECIAL PRICE FOR SPIE EXHIBITORS €155 (€570 VALUE)**

If you would like further information on this please contact:

Rob Fisher

E-mail: [rob.fisher@optics.org](mailto:rob.fisher@optics.org)

Tel. +44 (0)117 905 5330

### [Sponsor an Event](#)

**MAXIMISE YOUR VISIBILITY**, in the security and defence industry; secure a sponsorship for SPIE Security + Defence 2015!!

For a complete look at promotional opportunities, bookmark the [Exhibitor Logistics page](#).

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SPIE Europe has negotiated special rates and endorses the following companies. Please use due diligence if you choose to do business with vendors not on this list.

**AUDIO VISUAL, COMPUTER RENTAL &  
ELECTRICAL SERVICES**

Florence Chatellier – Event Manager  
Centre de Congrès Pierre Baudis  
11 esplanade Compans Caffarelli  
BP 88517  
31685 Toulouse cedex 6  
France  
Tel: +33 (0)5 62 30 40 42  
E-mail : [f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)

**CUSTOMS & IMPORT SERVICES  
TWI Group – For US Companies**

Marianne Giddens  
Sales and Logistics  
TWI Group, Inc.  
1670 S. Amphlett Blvd. Ste. 120  
San Mateo, CA 94402  
Office: 650-357-1302 ext.1  
Fax: +1 650-357-7563  
Mobile: +1 650-703-1502  
Emergency Operations: 702-326-0294  
<mailto:mgiddens@twiglobal.com>  
<http://www.twiglobal.com>

**EXHIBITION LOCATION**

Centre de Congrès Pierre Baudis  
SECCPB  
11 esplanade Compans Caffarelli  
BP 88517  
31685 Toulouse cedex 6  
France  
E-mail: [f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)  
Tel: +33 (0)5 62 30 40 42  
Fax: +33 (0)5 62 30 40 43  
[www.centre-congres-toulouse.fr](http://www.centre-congres-toulouse.fr)

**FLORIST**

Florence Chatellier – Event Manager  
Centre de Congrès Pierre Baudis  
11 esplanade Compans Caffarelli  
BP 88517  
31685 Toulouse cedex 6  
France  
Tel: +33 (0)5 62 30 40 42  
E-mail : [f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)

**FREIGHT FORWARDING/SHIPPING**

GT Exhibitions – For UK/European Companies  
GT House 25 – 27 Blackwell Drive  
Springwood Industrial Estate  
Braintree, Essex CM7 2PU  
Contact Kathryn Haley / Steve Andrews  
Tel: 01376 567 567  
Fax: 01376 335034  
E-mail: [kathrynhaley@gtexhibitions.com](mailto:kathrynhaley@gtexhibitions.com)  
E-mail: [steveandrews@gtexhibitions.com](mailto:steveandrews@gtexhibitions.com)

**HOTEL RESERVATIONS**

A limited number of hotel rooms have been blocked with the Accor Group of hotels, all of which are in walking distance of the Pierre Baudis Conference Centre. Please use [Accor Group online booking service](#) to book your hotel.

**EXHIBITION MANAGEMENT**

**Amanda Summers**  
**Exhibitions Coordinator, SPIE Europe**  
Tel +44-(0)29-2089 4747;  
Fax +44-(0)29-2089 4750  
Email: [amanda@spieeurope.org](mailto:amanda@spieeurope.org)

**SALES TEAM**

In Austria, Germany, Italy, Lichtenstein, Luxembourg, and Switzerland  
**Hermann Doster, SPIE Europe Sales**  
Tel: +49 (0)7025/841 806  
Fax: +49 (0)7025/842 983  
Mobile: +49 (0)152/046 096 44  
Email: [hermann@spieeurope.org](mailto:hermann@spieeurope.org)

For all other inquiries:

**Al Ragan, SPIE Headquarters**  
Tel: +1 360 685 5539  
Fax: +1 360 647 1445  
Email: [alr@spie.org](mailto:alr@spie.org)

**INTERNET**

The Exhibition Hall at Pierre Baudis Congress Centre - Toulouse has complimentary wireless internet.

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#### **GENERAL INFORMATION**

**Exhibition Location:**

Pierre Baudis Congress Centre – Toulouse  
Exhibition Hall

**Conference Dates**

Monday through Thursday 21–24 September

**Exhibition Dates and Hours**

Tuesday 22 September 10.00 to 17.00 hrs.  
Wednesday 23 September 10.00 to 16.00 hrs.

**Exhibition Build up/Move-In**

Monday 21 September 12.00 to 18.00 hrs.  
Tuesday 22 September 08.00 to 10.00 hrs.

**Exhibition Break down/Move-out**

Wednesday 23 September 16.00 to 18.00 hrs.

Exhibitors are not allowed to begin tear down prior to 16.00 on Wednesday. Please be respectful of attendees and your fellow exhibitors and wait until the closing announcement.

**Registration and Information Desk Hours:**

Sunday 20 September 15.00 to 18.00 hrs.  
Monday 21 September 07.30 to 17.00 hrs.  
Tuesday 22 September 08.00 to 17.00 hrs.  
Wednesday 23 September 08.30 to 17.00 hrs.  
Thursday 24 September 08.30 to 16.00 hrs.



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**RULES AND REGULATIONS**

- It is the responsibility of the exhibiting company to comply with SPIE rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- SPIE Exhibition Management reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors

**VIEW SPECIFIC BOOTH REGULATIONS**

Tabletop displays (dimensions 1.20cm x 60cm)

Row and Corner Booths in 6sqm (3x2)

Row and Corner Booths in 8sqm (3x3)

**THE FOLLOWING ITEMS MUST BE ORDERED SEPERATELY:** (not included with the booth/stand rental fee)

- Standard blue coloured carpet is provided on all booth and tabletop packages (exhibitors can order alternative colour of choice at extra cost via Centre de Congrès Pierre Baudis see [form JK3](#)).
- Cleaning service – SPIE will provide cleaning at the end of set up and end of each day in the aisles and exhibition areas. If you require booth cleaning please contact Centre de Congrès Pierre Baudis see [form JK3](#).
- Electricity NOT provided for tabletop packages. Use [form JK3](#) and submit to Centre de Congrès Pierre Baudis.
- Internet - complimentary Wi-Fi will be available in the conference/exhibition areas. Wi-Fi connection may fluctuate.
- Furniture – see catalogue/price list (**ORDER BY: 5<sup>TH</sup> SEPTEMBER, 2015**) after this date there is no guarantee that your order will be processed. Note that on the day of set up there is no possibility to order furniture from the catalogue.

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**TABLETOP DISPLAY REGULATIONS**

Limit of one table per contracted tabletop space (120 cm x 60 cm)

- Display space may not exceed 1.2m width limit
- Display materials are not allowed to be hung on any back wall.
- Floor standing back walls are not allowed
- If you plan to bring any displays other than specified below please check with SHOW MANAGEMENT.

**Included:**

- One 120 cm x 60 cm table (EXHIBITION HALL)
- Company identification sign
- Two chairs
- Waste paper bin

NOTE: TABLECLOTH IS **NOT** SUPPLIED. PLEASE BRING YOUR OWN FABRIC/MATERIAL OR CORPORATE TABLECLOTH IF YOU REQUIRE A COVERING.

Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR**

**UP TO TWO TOTAL** of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Literature stand
- Bag stand

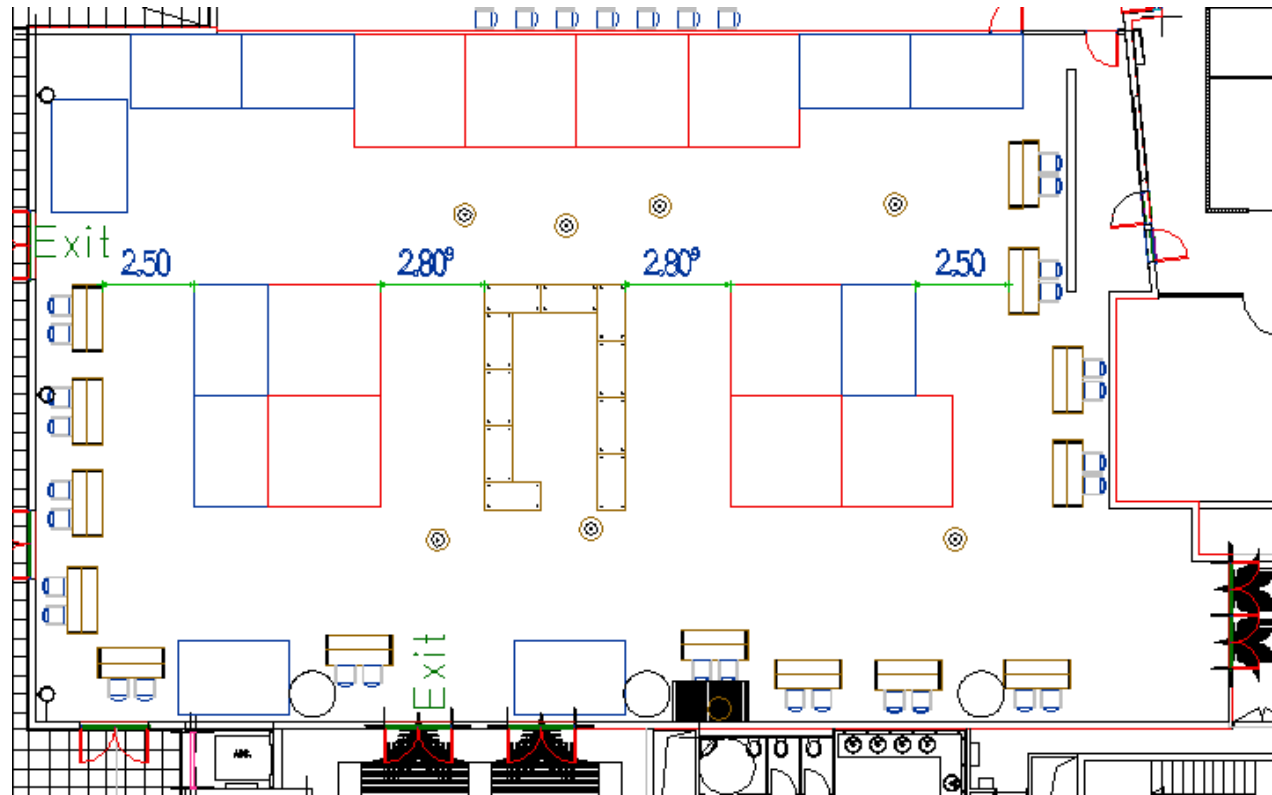


Example of table provided at this exhibition

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**ROW AND CORNER BOOTH DISPLAY REGULATIONS**

Booths measure 6sqm (3m Length and 2m Depth) and 9sqm (3m Length and 3m depth): height restrictions of 4.7m.

**EXHIBITION HALL CEILING HEIGHT RESTRICTIONS\***

\*Please notify Exhibition Manager if you have any height restriction issues relating to your stand or exhibition space.



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**Shell Scheme**

Display space defined by wood affect sides and aluminium structure with Fascia/name boards. See photograph below.

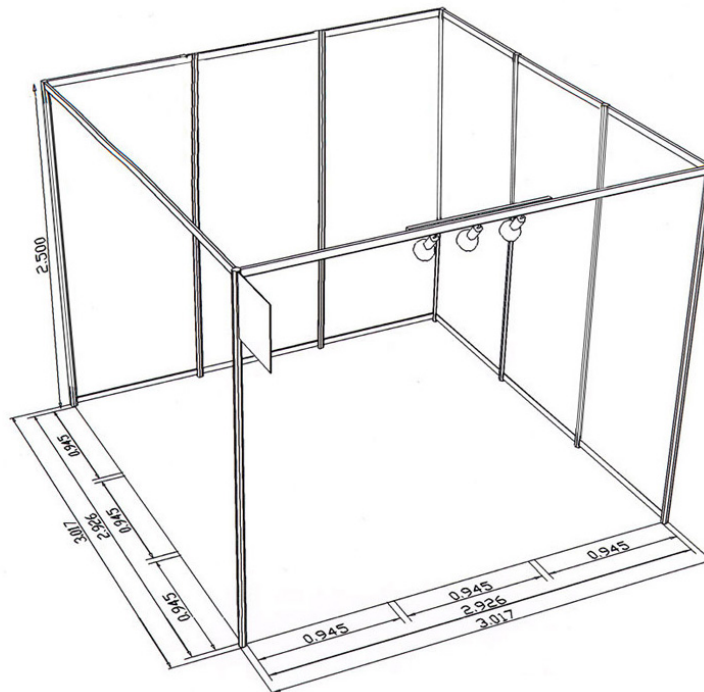
**Included:**

- Three rail mounted spotlights
- One Fascia hanging Sign Board
- One waste paper bin
- Carpet (blue in colour). If you require a different colour options are available at additional cost see [form JK3](#).
- Two chairs
- One entry ticket for the technical conference
- Online and Exhibition Guide Listing
- Electricity 1.5 kW power supply outlet – single phase 220V – 45 amp

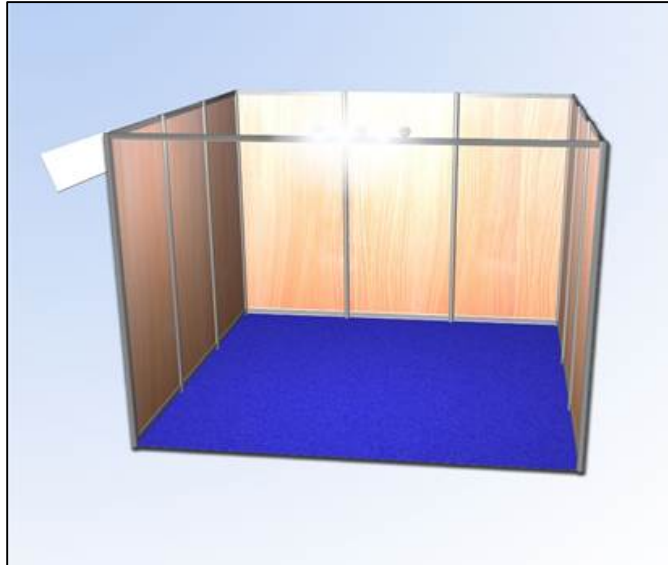
Please use tape/blu-tak or chains to secure items to the stand walls and NOT VELCRO.

**Height Restrictions:** Stands (18 sqm or larger) may request to exceed height limits. Contact Exhibition Management for written approval.

**Example of 9sqm Shell Stand at Pierre Baudis Congress Centre, Toulouse.**



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**Please note - no furniture is included in this package.** Please refer to the **EXTRA ITEMS** order [form JK3](#) to order any additional items – **due by 5<sup>th</sup> September 2015.**

Displays must be confined within the exhibitor's stand/table and must not be designed to obstruct the view of nearby booths or interfere with the flow of traffic.

### **IMPORTANT CONSIDERATIONS**

#### **Venue Health & Safety**

- All exhibition spaces must be compliant with any requests made by the venue.
- SPIE encourages sensitivity, and as reasonably accommodating as possible, to attendees with disabilities.
- Ensure any electronic equipment meets safety requirements for use within an exhibition environment.

#### **Hanging Signs and Graphics**

- Booths/Stands only - Contact Exhibition Management with details of your proposed signage before ordering any services from the venue (include dimensions Width, Length description of artwork/graphics to be displayed, etc.). SPIE will make enquiries on your behalf.

#### **Structural Integrity**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as pallet hand or forklift truck.
- Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.
- Any display fixtures such as tables, racks or shelves supplied and installed by the exhibiting company and not the venue require proper design and installation to support the product or marketing materials to be displayed upon them.

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Please complete and return [form JK3](#) for fascia/company name to be displayed on your stand. Alternatively if you do not require a fascia/company name board or lighting on the framework advise accordingly (you may be bringing a display with company branding to be placed in the stand, etc.).

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**GENERAL EXHIBITION INFORMATION**

(Listed alphabetically)

**ADVANCE PROGRAMME**

- The Advance Technical Programme will be sent under separate cover. The full technical Programme can also be located prior to the opening of the conference on the SPIE website under the home pages for the Security and Defence and Remote Sensing <http://spie.org/x6201.xml>.

**AFTER HOURS**

- Only registered Exhibition Staff and authorized set-up crew will be allowed in the Exhibition Hall during build-up times. Any exhibitor needing to stay after hours must wear his/her exhibitor badge, provide personal/company identification (driver's license, business card), and sign in and out with the security guard at the hall entrance. This rule will be strictly enforced to provide maximum security to exhibitors.

**AUDIO VISUAL**

- A selection of AV equipment is available for rental direct from the venue. Please see AV order [form JK3](#) in the separate order document for further information.

**BADGES**

- [Exhibitor Badge form](#) is due **31<sup>st</sup> August**.
- Badges can be picked up onsite. Please bring a photo ID and a company business card to registration.
- For security purposes, please limit your registration to those members staffing the stand--all others may register for complimentary Exhibition Visitor badges.
- Personnel are only allowed to pick up their own badge.

**Non-Author Technical Passes:**

- Each contracted exhibiting company will receive **one** technical pass (can be shared among **non-author stand personnel only**).
- Does not include any SPIE Digital Library download/s.
- Authors of oral or poster presentations working in the stand must register with a full conference registration.

**COFFEE BREAKS IN THE EXHIBITION HALL**

- Tuesday and Wednesday 10.00 to 11.00; 15.00 to 15.50 hrs.

**DIRECTIONS TO THE VENUE****TOULOUSE AIRPORT**

- **The Toulouse-Blagnac International Airport** located 7km (4 miles) from the centre. Call +33 (0)5- 61-42-44-00 for flight information or visit the website at <http://www.toulouse.aeroport.fr/en>.
- Toulouse-Blagnac International Airport is serviced by a number of airlines (Air France, BMI regional, British Airways, Brussels Airlines, EasyJet, Flybe, Germanwings, KLM, Lufthansa, and others): with several direct flights a day. Regular scheduled domestic and international flights arrive at **Blagnac airport**, 11 km west of downtown Toulouse. Air France operates flights to/from Paris flight time of approximately 30 minutes, which are usually priced around €50 each way, if booked in advance. There are also many flights to major European cities such as London, Munich and Frankfurt. For price enquiries and to book your tickets, please visit the airlines' websites or speak to your travel agent.
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**AIRPORT SHUTTLE SERVICE**

- Between 5.30am and 0.15am, the airport shuttle departs every 20 minutes from the airport and has six stops in the city centre: Pont du Bearnais – Compans Caffarelli (= Pierre Baudis Conference Centre) – Place Jeanne d’Arc – Allées Jean-Jaurès – Matabiau Gare SNCF – Train station. The journey time is approximately 20 minutes, depending on traffic.

At the time of going to print, a single ticket is €8.00, and a return ticket is €15.00. For more information, please visit the website at <http://www.toulouse.aeroport.fr/en/passengers/go/access-airport/airport-shuttle> or phone +33 (0)5 34 60 64 00.

**BY BUS, TRAMWAY OR METRO BUS**

- Tisseo <http://www.tisseo.fr/en/home> operates a network of bus, tramway and metro lines throughout the city. The website features an online route planner as well as maps and schedules. Bus tickets can be bought from the bus drivers for €1.60. When purchasing tramway tickets at vending machines, which are conveniently located at every tramway stop, keep in mind that ticket dispensers might not accept non-French credit cards, so have enough coins to hand just in case (banknotes aren't accepted either, and change is hardly available even at the central metro stations).
- The metro is relatively small, there are two lines, one going east-west (line A), and the other going north-south (B), but is modern and easy-to-use. The metro operates from 05:15 until midnight (3:00 on Friday and Saturday nights).

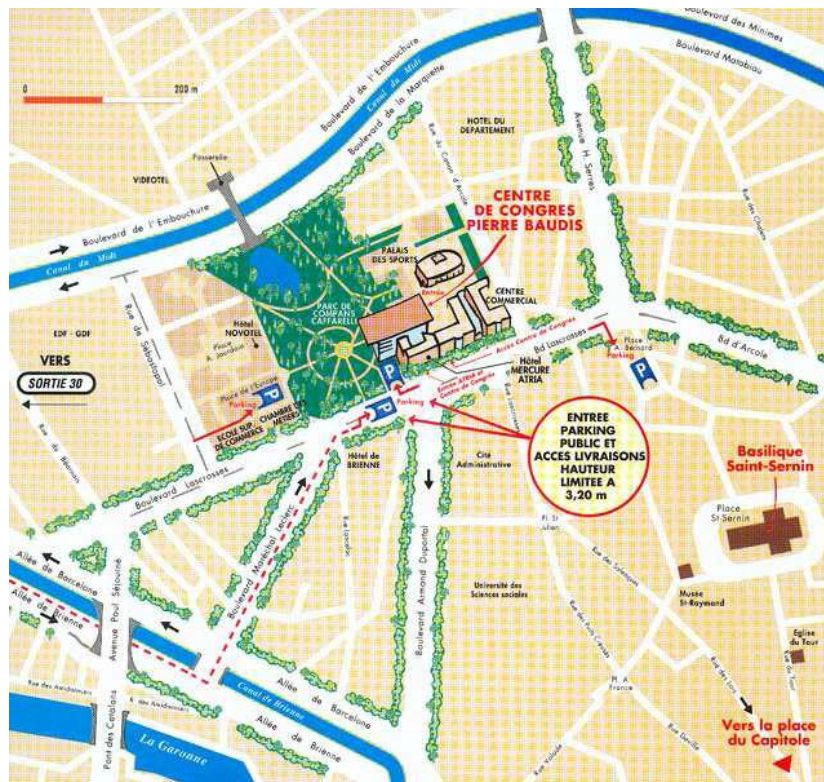
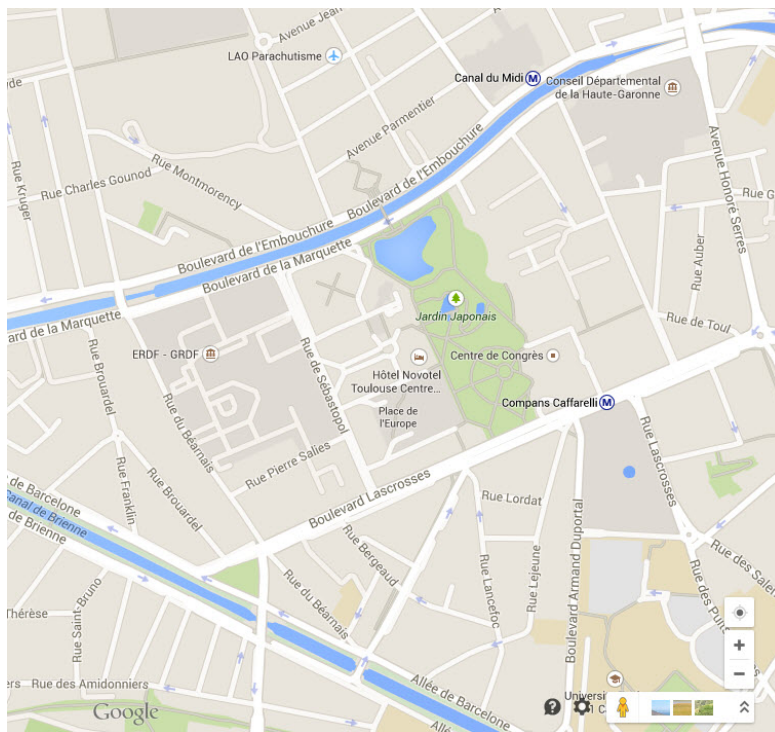
**BY CAR**

- Toulouse located in the Paris-Bordeaux- Montpellier motorway is intersected by several other motorways: the A62 (to Bordeaux), the A20 (to Paris via Montauban and Limoges), the A61 (to Carcassonne, Montpellier and Barcelona), the A68 (to Albi and Lyon), the A64 (to Tarbes and Lourdes). Direct access by the Toulouse ring road exit no. 30 to the town centre.



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**Centre de Congrès Pierre Baudis 11, Esplanade Compans Caffarelli – 31000 Toulouse**





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**ELECTRICAL SERVICES**

- Electricity for all exhibition stands/booths (6sqm) will be provided - plugs will have the European 2 pin plug.
- If you are from the UK or the USA you will need to bring a voltage converter/plug adaptor to convert for personal electrical and electronic equipment, including laptops and any additional items for your stand or display e.g. lights. Please refer to your appliance product guide. Ordering display cases? Please check at the time of ordering whether this will have the capacity for lighting and if so, whether you require a connecting cable etc.
- If you require any other variation of voltage for your exhibition space please contact SPIE Management.
- Equipped Stands (booths) include an electrical connection/electricity for the duration of the exhibition and set up.
- Table tops exhibitors – electricity is not included in your package. You may order this separately, please complete order [form JK3](#). Order Deadline is 5<sup>th</sup> September 2015.



(Example Picture – Actual connection to stand may differ)

**ENERGY EFFICIENCY**

- The venue requests that all electronic appliances at booths/table tops are turned off at the end of the exhibition day.
- Please notify SPIE Exhibition Management if you require 24 hour electricity for any display machinery or equipment.

**FLAMMABLE /TOXIC MATERIALS**

- Fire retardant and certified flame retardant materials should be used for all display construction and decorating. Samples should be available for testing. Materials that cannot be treated to meet the requirements should not be used.
- A flame proofing certificate should be available for inspection.
- Disposal of any waste products generated during the exhibition in accordance with guidelines established by the European Environment Agency's and the facility.

**EQUIPMENT PASS**

- Required for any equipment removed from the exhibition area during and after show hours.
- Passes may be obtained at the Exhibitor Registration Desk in the Main Registration Area.

**FLOORING**

- The Exhibition Hall has brown carpet – please note only hand pallet trolleys are permitted to carry items to and from the hall. No facilities for fork lift trucks, etc.

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### FURNISHINGS

- Additional furnishings can be ordered with the venue directly. See [form JK3](#) to complete and return directly to the venue by 5<sup>th</sup> September 2015. If you have any questions about the furniture/items available in the catalogue, or any that are not in this document, please contact the venue directly at [f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)

### HOTEL ACCOMMODATION

- A number of hotel rooms have been blocked with the [Accor Group](#) of hotels, all of which are in walking distance of the Pierre Baudis Conference Centre.
- **Early Discount Deadline 22<sup>nd</sup> July.** After 21<sup>st</sup> August, the rates will revert to regular booking rates. We also recommend that you do cross-check any options on offer via the Internet to find the best deal. Access web link below;  
[Hotel Accommodation](#)

### INSURANCE GUIDELINES

- Exhibitors must, at their own expense, secure and maintain the required insurance coverage listed below through the duration of the exhibition, including move-in and move-out days:
- Required Coverage:
  - a) Comprehensive General Liability Insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
  - b) Worker's Compensation Insurance.
- All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on a per occurrence basis
- Exhibitor shall name SPIE as an additional insured on its general commercial liability insurance.
- A Certificate of Insurance to SPIE, from the insurance carrier, is required 30 days prior to the exhibition. Please make sure the Certificate of Insurance includes the name of the exhibiting company.
- Exhibitor acknowledges that SPIE has no obligations to maintain insurance on Exhibitor's behalf.
- Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

Also send copy of Certificate of Insurance to:  
SPIE Exhibitions, PO Box 10, Bellingham, WA 98227  
[exhibitions@spie.org](mailto:exhibitions@spie.org) Fax: +1 360 647 1445

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### INTERNET SERVICE

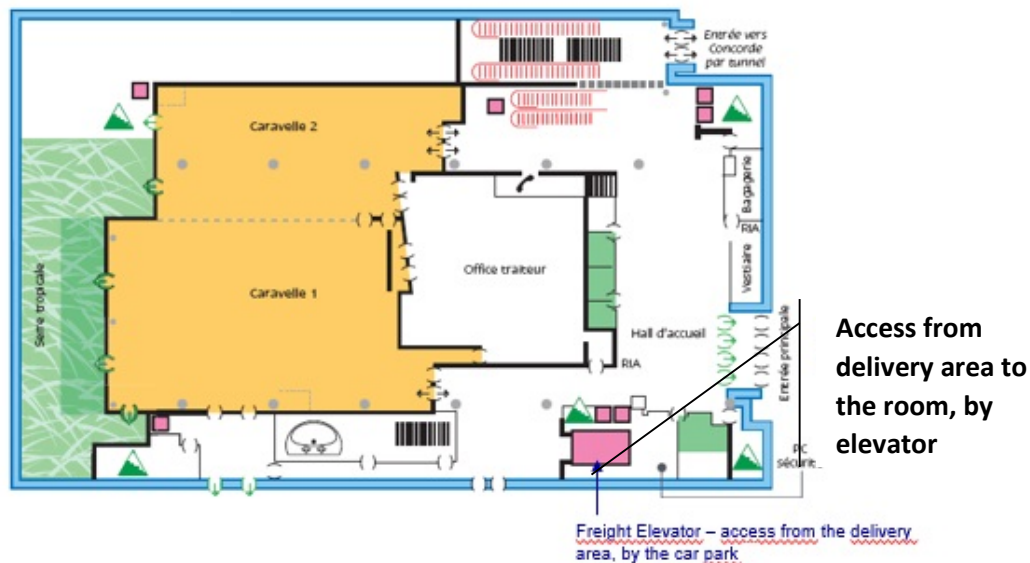
- Wireless internet connection will be available in the exhibition hall, this will be a free service to both exhibitors and conference delegates. Log in and passwords will be available onsite in the Exhibition Welcome Letter, please check with registration desk for further details. Please note this Internet service may have limitations and during coffee and lunch breaks. Conference access may be restricted. Hard wired connections may be ordered by completing [form JK3](#).

### LIABILITY

- SPIE and all organizations and individuals who are employed by or associated in connection with this Exhibition, will not assume responsibility and shall be held harmless by all exhibitors for damage or loss resulting from fire, theft, or any other cause whatsoever, including accident or injury to exhibitors, their employees and agents, the public, or others. The exhibitor agrees to pay promptly for any and all damages to the exhibition building or its equipment incurred through carelessness or otherwise, of exhibitor or his employees or agents.
- The Exhibition management team strongly recommends that every Exhibitor insure their property and equipment against theft or casualty loss, as well as carry adequate liability and other insurance protecting themselves against any claims arising from their performance under this Agreement.
- A certificate of insurance from your insurance carrier must be provided to SPIE. Exhibitor acknowledges that SPIE has no obligation to maintain insurance on Exhibitor's behalf.

### LIFT

- The freight elevator can be taken from the delivery area, which you can reach by the car park entrance.



Maximum weight on floor: 400 kg/sqm.  
Height under ceiling: 5 meters

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**LIGHTING**

Suggested minimum guidelines:

- Hanging light systems require drawings submitted in advance for approval by SPIE exhibition management.
- Lighting should be directed to the inner confines of the booth space. No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the exhibition booth boundaries.
- Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighbouring exhibitors or otherwise detract from the general atmosphere of the event.

**LUGGAGE/COAT CHECK**

- Coat Check and luggage room is available, please see SPIE exhibition management on site.

**LUNCHES**

- The Exhibition Hall will remain open during attendee lunch breaks. Please staff your exhibit accordingly. Please note no lunch is provided with exhibition packages. Lunch can be purchased from nearby cafe bars and a fast food outlet nearby.

**MUSIC LICENSING**

- No copyrighted music may be played in the exhibition hall in any fashion (including but not limited to: background music on video or audio tape presentations) without appropriate documented permissions and/or licensing. The Exhibitor is solely responsible for obtaining such permissions and/or licenses for music originating in the Exhibitor's stand/display area. The Exhibitor is also responsible for any fines, court fees, and all other costs that may arise from failure to comply with these requirements.

**NOISE LEVEL**

- If your display has any sound associated with it (a video or an in-stand presentation), please keep the volume to a level that is confined to your exhibit space, and be mindful of the exhibitors around you. Thank you for your understanding and cooperation.

**OFFICE SERVICES**

- No Office Services are available onsite (any office services or where is nearest location for Delegates and Exhibitors). Nearby hotels can provide services. Please check

**PARKING & CAR HIRE**

- Please note there is onsite parking available at the venue. See order [form JK3](#).

**PHOTOGRAPHY AND VIDEO TAPING IN THE EXHIBITION HALL**

- Explicit permission is required for any personal photographs or video taping of individual booths (or displays) from the on-site company representative.
- Failure to comply may result in losing your device and being asked to leave the Exhibition Hall.

**PROGRAM DIRECTORY AND EXHIBITION GUIDE**

- SPIE Europe will publish an Exhibition Guide to be handed out to all attendees.
- Each exhibiting company will receive an editorial listing in the Guide--*if your company description is submitted online by 20<sup>th</sup> July 2015.*

Exhibition Dates: 22-23 September 2015

**SAFETY**

- If you will be operating a laser, no matter how low powered, you are **REQUIRED** to register with SPIE Exhibition Management.
- All displays containing an operating laser(s) and open laser beam must be contained in a Class 1 type enclosure.
- All laser equipment, associated optics or equipment, and beam stops are required to be secured from any movement (accidental or otherwise).
- No aerial display of any laser beam within the conference centre property, including assigned booth, is allowed without SPIE exhibition management written permission.
- Exhibitors are responsible for the safety of any laser display during both set-up and exhibition hours
- Exhibitors shall use appropriate safety measures to prevent any unwanted or unintentional laser radiation exposure to any convention centre staff or workers during pre-show set-up.

**SECURITY AND LIABILITY**

- Security service will be provided within the venue for protection against fire and other catastrophes after Exhibition Hours.
- Every reasonable effort will be made to prevent loss. However, final responsibility is with the exhibitor who should arrange for insurance coverage, which takes into account the full value of the exhibit.
- SPIE recommends exhibitors remove valuable and small, easily portable items (such as laptops) from the exhibition area any time the exhibition is officially closed. Neither SPIE nor the venue accepts any responsibility for losses

**SELLING ON SHOW FLOOR**

- The Technical Exhibition is limited to organizations with products or services related to the industry served by the event and is provided to allow industry companies to meet with researchers and engineers, who work in this field and to provide company exposure to those attendees
- Direct sales and/or delivery of non-related, retail or consumer products are prohibited without prior written approval from SPIE Exhibition Management
- Exhibitors are solely responsible for any tax liabilities, which may arise relating to sales resulting from the exhibition
- SPIE is not responsible for any sales, use or other taxes relating to transactions by exhibitors at SPIE Optical Systems Design.

**SMOKING**

- Smoking is **not** allowed in the Exhibition Halls or hallways.

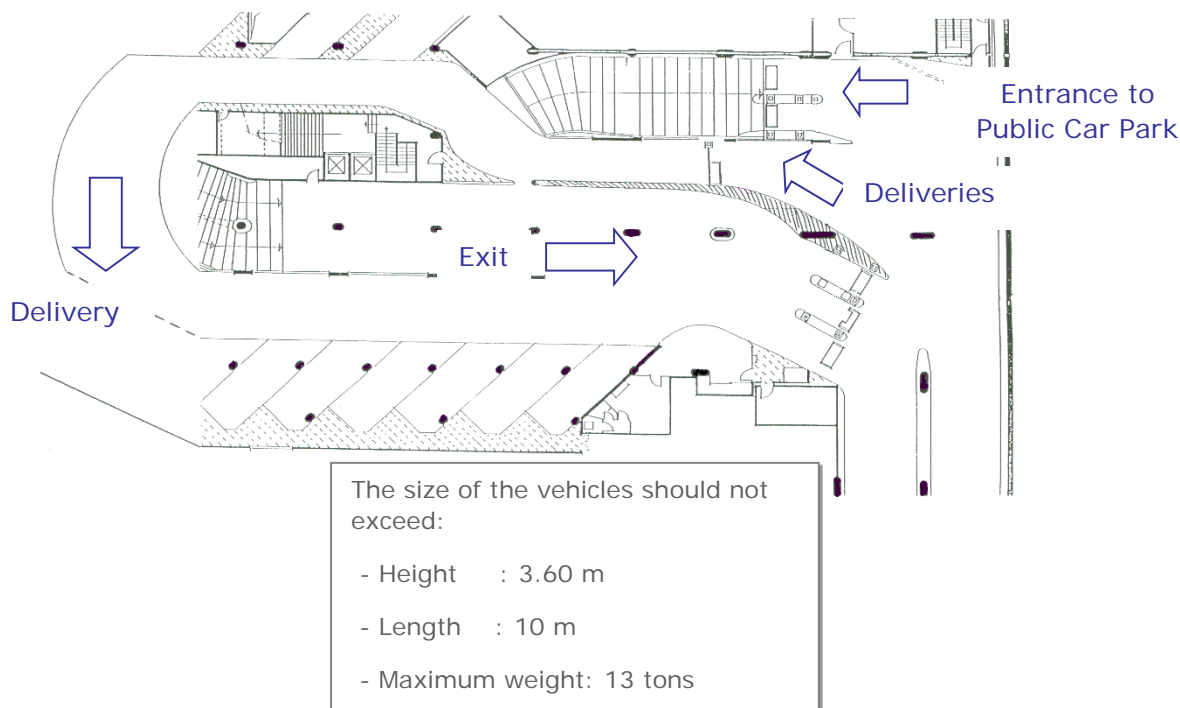
**SHIPMENTS**

- Inbound Shipping

**Please ensure that the company onsite representative at your exhibition booth/stand or tabletop has all relevant information about the delivery arrangements for your consignment. If you do not use the suggested shipping provider, SPIE cannot provide any support with resolving issues with the receipt of shipping to this conference/exhibition.**

Exhibition Dates: 22-23 September 2015

**ACCESS TO THE DELIVERY SURFACE OF THE CONGRESS CENTRE PIERRE BAUDIS:**



Please be advised that the facility cannot receive advance shipments. If you are not using the official Freight Forwarding Shipping services then shipments sent directly to the venue must only arrive on the set-up dates, which are:-

**Monday 21 September 2010, between 1200 - 1800 hrs and  
Tuesday 22 September, between 0800 – 1000 hrs.**

Any shipments that arrive at the venue before these dates will be refused.

Please ensure that only small consignments, which are easy to handle, are sent directly to the venue, as there will be no mechanical lifting equipment on-site. Delivery must arrive on Monday 21 September. You must also ensure that you have a member of staff on-site to sign for the goods. The organiser or the venue cannot take responsibility for this.

**The address for smaller shipments being sent directly to the venue is:**

**Pierre Baudis Congress Centre Toulouse  
SPIE Security & Defence/Remote Sensing 2015**

*Your company name*

*Your stand number*

**11 Esplanade Compans Caffarelli**

**BP 88517**

**31685 TOULOUSE**

**France**



Exhibition Dates: 22-23 September 2015

- The delivery and unloading area can be reached via the public car parking Compans Caffarelli which entrance is located on Boulevard Lascrosses.
- The exhibitors (or drivers) whose vehicles exceed the above mentioned dimensions have to park along the Boulevard Lascrosses (in front of Esplanade Compans Cafarelli) and load or unload with (lift) truck. The distance is approximately 50m.
- Access to the delivery area will be available during the mounting and dismounting periods.

Sunday 20 September \*\*\*\*By prior arrangement only \*\*\*contact SPIE or GT Exhibitions

Monday 21 September 12.00 noon – 18.00 hrs

Tuesday 22 September 8.00 am – 10.00 hrs

**Note: If you are not using our approved couriers and are using another delivery mode, you must ensure you inform your courier that your shipment has to be at the venue Monday 21<sup>st</sup> September. (Couriers do not deliver on weekends)**

- In order to reach the exhibition area, the exhibitor is kindly requested to use the elevator accessible from the Delivery Area.
- Parking is free of charge for the first half hour only. Please see order [form JK3](#), prices start from 14.96 Euros for one day.
- A lift is available to transport items from the delivery area to the Exhibition Hall. However, the internal height of the elevator is 280cm x Length 600cm x Depth 290cm, so please ensure containers and or boxes can be transported via this lift. Please note an operator will be working the lift during the set up times.
- **For shipments that will arrive before the set-up date or that are too large/heavy to unload by hand, there is an advance warehouse address to which they should be sent. See [form JK2](#).**
- GT Exhibitions will transfer your goods to venue on the 20<sup>th</sup> September and deliver to your stand. You do not need a representative on-stand to sign for goods sent via GT's advance warehouse.
- Exhibitors from outside the European Union should contact GT Exhibitions before sending their shipments. These consignments will be subject to Customs clearance and general courier companies may not be able to arrange this, depending on the type of goods being sent, value, etc. In order that the best method of transport is used, we strongly suggest you contact GT Exhibitions in advance.
- There are no facilities at the venue to store any of your empty packaging materials. If you require storage from GT Exhibitions Ltd. can provide this service, however this **must** be booked in advance.

### **Return Shipping**

- It is all Exhibitors responsibility to arrange return shipping of their goods. All shipments being collected directly from the venue must be taken **on 23<sup>rd</sup> September**, you must have a member of staff on-site to hand the shipment over to your courier/freight forwarder. Please inform SPIE Exhibition Manager if you are unable to organise removal of your shipment on 23 September.
- Alternatively, GT Exhibitions can offer a service where goods are taken back to their warehouse and your freight forwarder can collect from there.

### **Ordering Shipping & Handling Services**

- All services related to shipping and freight handling **must** be ordered in advance. Please contact Kathryn Haley or Steve Andrews of GT Exhibitions or complete order [form JK2](#) and return to GT Exhibitions. Handling rates will be given on request, depending on the size and weight of your shipment.

Exhibition Dates: 22-23 September 2015

**SPECIAL EVENTS**

- Please check programme content for any amendments made to the locations and details of special events.

**Welcome Reception**

- Monday 21 September (further details will be on our website shortly). All attendees and exhibition representatives are invited to relax, socialize, and enjoy light refreshments. Please ask at Exhibitor Registration to receive a ticket to attend.

**Poster Session**

- Wednesday, 23 September 18.00 – 19.30 hrs Poster presenters will stand by their posters from 18.00 to answer questions

**UNDERAGE PERSONS ON SHOW FLOOR**

- For safety and insurance reasons, no persons under the age of 16 will be allowed in the exhibition area during move-in and move-out.
- During open exhibition hours, only children over the age of 12 *accompanied by an adult* will be allowed in the exhibition area.



## Exhibitor Dashboard Tutorial

[Sign into the Exhibitor Dashboard](#)

[Your SPIE Account](#)

[Submission Overview Check list](#)

[Event Listing Promotional Opportunities](#)

[Event Listing - Helpful Information](#)

[Exhibitor Directory \(NON-EVENT, ONLINE ONLY\)](#)


Information submitted to either your Event Specific listing or online Exhibitor Directory *do not* automatically copy to one another. Two submissions are necessary to take advantage of full promotional opportunities.

## Signing into the Exhibitor Dashboard

(<http://spie.org/app/exhibitions/admin/dashboard.aspx>)


[CREATE AN ACCOUNT](#) | [SIGN IN](#)

[ABOUT SPIE](#) | [CONTACT US](#) | [HELP](#) | [VIEW CART \(0 ITEMS\)](#)



**SPIE.**  
CONNECTING MINDS.  
ADVANCING LIGHT.

SPIE is the international society  
for optics and photonics.



INTERNATIONAL  
YEAR OF LIGHT  
2015

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### Sign In

[Forgot your username?](#)

[Forgot your password?](#)

☐ Show

☐ Remember email/username on this computer

☐ Remember password

[Sign In](#)


### Create an Account

- One account for multiple SPIE sites ([SPIE](#), [SPIE Digital Library](#), [SPIE Career Center](#))
- Faster checkout with pre-filled forms
- Save and manage your conference schedule
- Manage your [SPIE professional public profile](#)
- Get member discounts
- Manage your account information and communication preferences

[Create Account](#)

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## Your SPIE Account

- The Exhibitor Dashboard is linked to your personal SPIE account. This is not a shared company account, nor your Exhibitor Service Manual account.
- If you do not have an SPIE account, click [Create Account](#).
- If you do forget your User Name or Password, use the helpful 'Forgot' links or contact [Customerservice@spie.org](mailto:Customerservice@spie.org). Do not create a second account, it will not work.
- Only** the person noted as the SPIE contact for a specific event/year has Exhibitor Dashboard access. This is the person whose name was written on the exhibitor contract.
- Do not alter the personal contact information.
- If you are the new contact, need to be added as an additional contact, or have questions about navigating the Dashboard, please email [exhibitions@spie.org](mailto:exhibitions@spie.org).

[Back to the Top](#)

## Submission Overview Check list

- Confirm that you are logged into your account. Do not log into or edit another person's account.
- If you are the contact for multiple companies, select the correct company from the drop-down list.
- Company Logos appear in the website listings only. Click on Upload Company Logo to add, edit, or delete your logo. **Logos must be 100 pixels wide x 50 pixels high or less.**
- Exhibitor Dashboard will not allow special characters or links. Trying to submit these will result in error.
- Event Listings and Exhibitor Directory are separate submissions. One will NOT carry over to the other.

## Submission Overview Image

The screenshot shows the SPIE Exhibitor Dashboard. At the top, a navigation bar includes links for SPIE, EXHIBITIONS, PUBLICATIONS, EDUCATION, MEMBERSHIP, INDUSTRY RESOURCES, CAREER CENTER, and NEWS + VIDEOS. The main header area displays 'Exhibitor Dashboard' and 'You are signed in as: Ms. Felicia Andreotta' with a membership status of 'Non-Member'. A 'Select Company' dropdown menu is set to 'SPIE'. Below this, a 'Company Logo' section features a placeholder image labeled 'Logo 100w x 50h' and an 'Upload Company Logo' button. A red arrow points to the 'Select Company' dropdown, and another points to the logo placeholder. The dashboard lists two events: 'SPIE DSS 2014 2014' and 'SPIE Photonics West 2015'. Each event listing includes exhibition dates, location, booth number, and links for 'Event Listing Summary', 'Company Information', 'Company Description', 'Exhibit Staff Registration', 'Assign Keywords', 'Select Categories', 'Add Press Release', 'Press Release Management', 'Add Product Announcement', 'Manage Announcements', and 'Submit a Product Demonstration Request | Manage Demonstrations'. A red box highlights the first event, and another red box highlights the second event. A red arrow points to the 'SPIE.DSS' logo, and another points to the 'SPIE. PHOTONICS WEST' logo. A red arrow points to the 'Online Exhibitor Directory' section, which is labeled 'Online Only'. The 'Online Exhibitor Directory' section includes links for 'Company Information & Description' and 'Select Categories'. At the bottom, there is a 'Past Events' section and a footer with contact information: 'Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 360 676 3290.

1.

2.

## 1. Event Listing Promotional Opportunities

- Find the name and logo of the SPIE event. You must **add company information for every exhibition in which you participate**. The information you submit is specific to this event/year and **will not** automatically copy across events or online Exhibitor Directory. If you do not see the event, contact [exhibitions@spie.org](mailto:exhibitions@spie.org) to be added as a contact.
- **Event Listing Summary**: review your complete submission.
- **Company Information**: edit company name, address, email, and website for promotional print and online materials. Submit permanent address or name company change to [exhibitions@spie.org](mailto:exhibitions@spie.org).
- **Company Descriptions** may be printed in the **Exhibition Guide** (distributed onsite) and the **Event Website Listing**, which includes the [SPIE Conference /Exhibition App](#). These are two separate submissions. Type one complete paragraph in each description. Paragraph breaks are not permitted.
- **Assign Keywords** or phrase that best describe your company products and/or services, to help people find your company when searching the online Exhibitor List.
- **Select Categories** to help people to find your company using Technology and Application online search.
- **Add Press Releases** to be included at the end of your online listing.
- **Add Product Announcements** to be published on the event specific Exhibition webpage.
- The **Product Demonstration** is a 30 minute live demonstration, onsite. Product Demonstrations are only available at Photonics West, BiOS, and DSS, with limited availability. Fee applies.

## 2. Event Listing - Helpful Information

- Verify that you are updating the information for the correct company and the correct event. **If no event logo appears, you may be in the Exhibitor Directory submission form**. Information submitted to the Exhibitor Directory does not appear in Event Listings.
- Click **Copy from Event Website section** to use the same information for online and printed listings.
- Pay attention to character limits for the Featured Product and Company Descriptions. **Text exceeding the character limit will be cut off**. Use caution when copying and pasting.
- **Customer Contact information** is included in the printed Exhibition Guide (not in the online listing).
- You must click **Submit** to complete your submission. A confirmation message will appear at the top of the form. If you do not see this confirmation your information has not been submitted or saved.



✓ Company Information successfully submitted. Please allow 24 hours for your changes to take effect.



## Event Listing Submission Image

# Company Description

**SPIE** ← **Your Company Name** → **PHOTONICS WEST**

Exhibition: SPIE Photonics West  
Exhibition Date: 10 - 12-February 2015  
Location: San Francisco, California, United States

Exhibitor Dashboard

GO TO

- Event Listing Summary
- Company Information
- Company Description**
- Assign Keywords
- Select Product Categories
- Manage Press Releases
- Manage Product Announcements

Guidelines: Type one complete paragraph. Paragraph breaks and bullets are not permitted. Text exceeding character limit will cut off. Use caution when copying and pasting.

### Event Website Description

Featured Product Character Count 0 | Characters Remaining 100

Company Description Character Count 0 | Characters Remaining 500

### Onsite Exhibition Guide Description

Featured Product Character Count 0 | Characters Remaining 100

Company Description Character Count 0 | Characters Remaining 500

[Copy from Event Website section](#)

### Customer Contact Information (Onsite Exhibition Guide) 7

**Primary Contact**

First/Given Name  Last/Family Name

Job Title  Email

**Secondary Contact**

First/Given Name  Last/Family Name

Job Title  Email

**Submit**

Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 360 676 3200.

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[Back to the Top](#)

### 3. Exhibitor Directory (NON-EVENT, ONLINE ONLY)

- The [SPIE Exhibitor Directory](#) is a second place to enter copy for promotions. This is a general, **non-event specific**, listing that gives your company an online presence for 11 months following the close of an exhibition.
- Add your company information, description, and categories for free. Look for the **Exhibitor Directory** header in the top right of the page.
- Information submitted to the Event Listing or Exhibitor Directory **does not** automatically copy from one to the other. **Two submissions are necessary to take advantage of full promotional opportunities.**

#### Exhibitor Directory Company Information & Description Image

## Company Information & Description

Company: SPIE Exhibitions  
Listing Expiration: 18 January 2017

[← Back to Exhibitor Dashboard](#)

The company information below is only used in printed promotions and the SPIE website for the SPIE Exhibitor Directory. Email, phone and fax are not displayed in your online listing.

**Address Change?**  
If you need to update your company's address due to relocation, send an email to [exhibitions@spie.org](mailto:exhibitions@spie.org). A change below will *not* update your company record in our database.

### Company Information

\*Company Name

\*Street Address

Department/Division

\*Country  Zip/Postal Code

\*City  \*State/Province

\*Company Email  \*Company Website

### Company Description

Character Count 0 | Characters Remaining 1500

Company Description

[→ Exhibitor Directory](#)

[→ Submit](#)

Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 260 676 2200

**Company Description:** Brief paragraph that describes the nature of your company, business segments, including products and markets served.

Descriptions are limited to 1500 characters.

[Back to the Top](#)

Exhibitor Directory – Categories Submission Image

# Categories

Company: SPIE Exhibitions  
Listing Expiration: 18 January 2017

← Back to Exhibitor Dashboard

Select up to 10 Technology and 10 Application categories that apply to your products and services. You may add as many subcategories that directly apply to your business.

If you do not find a category or subcategory field that meets your needs, please contact [Exhibitions](#) or call +1 360 676 3290.

View AllTechnologyApplications

Astronomy

Basic Research, Science

Biomedical, Medical Imaging, Health Care

Cameras and Imaging systems

Chemical and Biological Analysis

Communications & Networking

Computing Systems, Data Processing

Computing, Data Processing Hardware

Consulting Services

Consumer Electronics

Defense, Security, Law Enforcement

Detectors, Sensors

My List


Technology0 of 10

Applications0 of 10

Submit

Submit

Questions? Email [exhibitions@spie.org](mailto:exhibitions@spie.org) or call +1 360 676 3290.

 Exhibitor Directory

Exhibition Dates: 22-23 September 2015

**Send to: Amanda Summers****E-mail:** [amanda@spieeurope.org](mailto:amanda@spieeurope.org)**Fax:** +44 29 2089 4750**TYPE OR PRINT CLEARLY**

Project Name: \_\_\_\_\_ stand/table Number: \_\_\_\_\_

Contact Person (for questions): \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**Exhibitor Badges**

One entry ticket to the Technical Conference, two exhibitor badges for Exhibition, Poster Session and Welcome Reception.

The Technical Conference Badge allows access into the Technical Conference Programmes. Digital Library or printed proceedings volume and CD ROM are NOT included with the Technical Badge. This pass to be used by stand personnel only and not by a presenting author. Authors of oral or poster presentations must register with a full conference registration. **Co-Exhibitors are not eligible for the Technical Pass.**

STAFF NAME (List company name, address, phone & fax if different from company above)	E-MAIL	TECHNICAL PASS (Check <u>One</u> Person Only)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



22 – 23 September 2015, Centre de Congrès Pierre Baudis, Toulouse, France

**FORM JK1: INSURANCE**

**Deadline: 31st August 2015**

**Company Name:** .....

This is to confirm that we have taken out, or we will take out before the start of the event, the insurance against third party risks covering the permanent or occasional staff employed by the company, members of the public or any person what's over present at the event. The insurance protection will not be given by the Organizers.

**Name / Signature:** .....

**Date:** .....

Please send this form by fax or by e-mail to:

SPIE Europe, Exhibition Events Support, 2 Alexander Gate, Fford Pengam, Cardiff, CF24 2SA  
Phone: +44 (0)29 2089 4747, Fax: +44 (0)29 2089 4750, Email: amanda@spieeurope.org

**FORM JK2: FORWARDING, HANDLING & CUSTOMS SERVICES ORDER FORM**Deadline: 28<sup>th</sup> August 2015**ERS/ESD 2015, Toulouse, France**

Exhibitor Name \_\_\_\_\_ Stand No. \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ VAT No. (EU exhibitors only) \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ e-mail \_\_\_\_\_

**PLEASE TICK WHICH OF THE SERVICES SHOWN BELOW YOU REQUIRE**

<b>1. DOOR TO DOOR SERVICE</b> <i>GT's nominated agent in your Country will arrange pick up from your domicile and deliver through to stand. Upon receiving this we will ask our agent to make contact with you.</i>	<b>2. FROM ARRIVAL AIRPORT TO STAND</b> <i>Your own freight forwarder will get the goods to Toulouse Airport and we will arrange Customs clearance, transport to showsite and delivery to stand.</i>
<b>3. FROM ADVANCE WAREHOUSE TO STAND</b> <i>Your own Freight forwarder/Courier company will deliver to advance warehouse in Toulouse already Customs cleared. We will transport to showsite and deliver to stand.</i>	<b>4. ON-SITE UNLOADING ONLY</b> <i>You will make your own arrangements to get the goods to the show site, we will unload directly from your vehicle to stand.</i>
<b>5. EMPTY CASE STORAGE</b> <i>As there are no facilities within the halls, we will take away your empty crates, store them and return them at the close of the show.</i>	<b>6. OTHER SPECIFIC REQUIREMENTS</b> <i>Please Specify: -</i>

NAME OF OWN FREIGHT FORWARDER \_\_\_\_\_ TEL \_\_\_\_\_

ESTIMATED DATE GOODS DUE TO ARRIVE AIRPORT/ADVANCE WAREHOUSE/SHOWSITE \_\_\_\_\_

*(To be completed if using options 2, 3 or 4 only)*

## APPROXIMATE SHIPMENT DETAILS:-

No. of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ kgs Type of Goods \_\_\_\_\_ Value \_\_\_\_\_

Dimensions \_\_\_\_\_

DATE GOODS REQUIRED ON STAND \_\_\_\_\_ APPROX. TIME \_\_\_\_\_

RETURN LOADING/TRANSPORT WILL BE ARRANGED DURING THE SHOW.

Please complete and return to Kathryn Haley of GT Exhibitions by the 28<sup>th</sup> August 2015  
via e-mail: [kathrynhaley@gtexhibitions.com](mailto:kathrynhaley@gtexhibitions.com) via fax: +44 (0) 1376 335034



# FORM JK3 - ADDITIONAL SERVICES

Deadline: 5th September 2015

## **Services**

- Fascia Hanging sign board
- Blank Floorplan (please indicate the electric outlet required, or any particulars
- Booth fitting (lockable storage area, carpet).....
- Furniture (in-house furniture and outside furniture vendor).....
- Audio visual equipment.....
- Informatics Equipment.....
- Electrical services and internet connections .....
- Catering.....
- Cleaning option, floral decoration, car park tickets.....
- Administration Fee.....
- Invoicing information.....



**Order forms to return before:**  
**September 5th, 2015**



Contact on site : Florence Chatellier – Event Manager

T : +33 (0)5 62 30 40 42

[f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)

## Fascia Hanging Sign Board

- Booth name: .....
- Booth number : .....


A3 Landscape sign board (42 cm x 29,7 cm)

No logo print

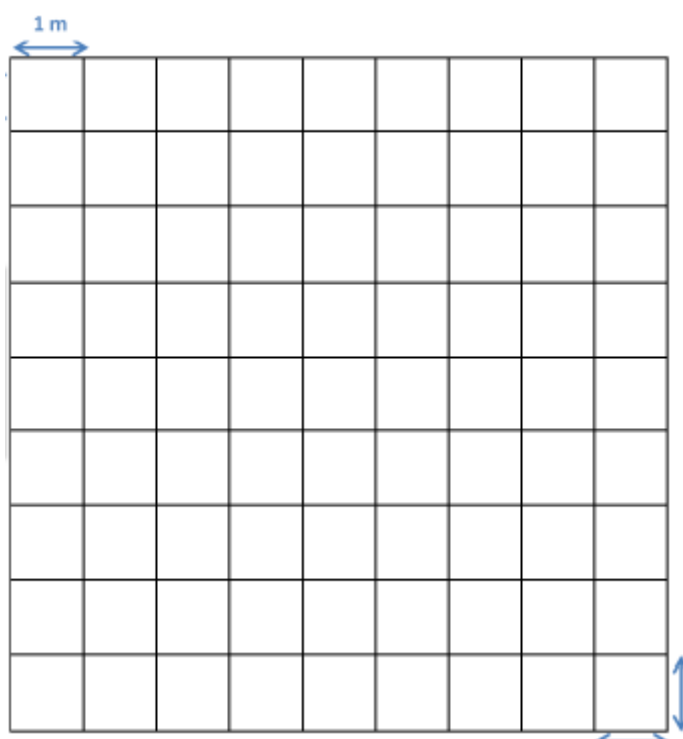
Service free of charge

To return by e-mail :  
Florence Chatellier – Event Manager  
[f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)  
T : +33 (0)5 62 30 40 42

Signature

## ➤ Floor plan

- Booth name: .....
- Booth number : .....



Hanging: It is not possible to hang anything in the exhibition room.

Height under ceiling: 5 m

Signature

## Booth fitting

- Booth name: .....
- Booth number : .....

TYPE	€ VAT EXCL.	QUANTITY	€ VAT EXCL.
1 sqm lockable storage area*	160,00 €		
2 sqm lockable storage area*	195,00 €		
3 sqm lockable storage area*	230,00 €		
3 spotlights rail	64,00 €		
Carpet on booth - per square meter	18,88 €		
		TOTAL VAT EXCL.**	
		20 % VAT	
		TOTAL VAT INCLUDED	

\*Lockable storage area to be indicated on the floorplan.

\*\* The VAT number or DUNS number has to be precise on the invoicing information page. It may not allow you to pay the VAT in advance

Signature

## Furniture

- Booth name: .....
- Booth number : .....

In-house Furniture included : 1 table and 2 chairs



In addition, you can choose more furniture on the Lign Expo Catalogue. Please list the items with their references and prices in the form below. Note VAT is excluded and insurance fees depend on the total amount of furniture you are renting.

<http://www.lignexpo.eu/catalogue/>

Reference	Description	Quantity	Price per unit	Total Price
			Total VAT excl.	
			Insurance Fee	
			<b>VAT incl.</b>	
			0>38 €	8 €
			39>76 €	11 €
			77>152 €	16 €
			153>229 €	22 €
			230>381 €	31 €
			382>762 €	46 €
			763>1143 €	65 €

VAT 20%

Insurance Fee depends on the total amount of furniture renting

Signature

## **INFORMATICS EQUIPMENT**

- Booth name: .....
- Booth number : .....

ITEM	PRICE €	QUANTITY	TOTAL €
PC laptop	240		
Station PC All-In-One Tactile	270		
Interactive station with LCD screen 17"	435		
iPad 4 Retina 32 Go	170		
iPad Air – 16/32 Go Wifi	170		
iPad (Vogel) stand ( iPad no included)	170		
		TOTAL VAT EXCL.	
		VAT 20 %	
		TOTAL VAT INCL.	

Prices are for the 2-day event and include renting, delivery, set up, check up, and the removal of the equipment.

Deliveries are processed from 2 pm on the set up day.

Signature



Contact on site : Florence Chatellier – Event Manager

T : +33 (0)5 62 30 40 42

[f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)

## ➤ AUDIOVISUAL EQUIPMENT

- Booth name: .....
- Booth number : .....

Prices are for the 2-day event and include renting, delivery, set up, check up, and removal of the equipment.

Deliveries are processed from 2 pm on the set up day.

ITEM	PRICE €	QUANTITY	TOTAL €
LCD screen 30" (without stand)	400		
LCD/LED HD screen 40" on stand	600		
LED 46" Full HD screen - USB/JPEG/AVI reader – on stand	700		
			TOTAL VAT EXCL.
			VAT 20 %
			TOTAL VAT INCL.

Signature



CENTRE DE CONGRÈS  
PIERRE BAUDIS  
TOULOUSE

Contact on site : Florence Chatellier – Event Manager

T : +33 (0)5 62 30 40 42

[f.chatellier@centre-congres-toulouse.fr](mailto:f.chatellier@centre-congres-toulouse.fr)



## INTERNET CONNEXIONS

- Booth name: .....
- Booth number : .....

ITEM	PRICE €	QUANTITY	TOTAL €
Internet with fibre optic connection*	257,50 €		
		TOTAL VAT EXCL.	
		VAT 20 %	
		TOTAL VAT INCL	

Free Wifi access will be available in the exhibition room. Log in will be provided by the organiser.

\*Thank you for indicating on the floorplan the right place required for a fibre optic connection (only if your booth is bigger than 9 sqm).

Signature

## **ELECTRICITY**

- Booth name: .....
- Booth number : .....

**1,5 kw power socket is included with the booth equipment.**

**In case you need more electric power, please complete the form below.**

ITEM	PRICE €	QUANTITY	TOTAL €
Mono 220 V – additional power 1,5 kw	150,79 €		
Mono 220 V –3 kw	226.09 €		
Mono 220 V –5 kw	309.62 €		
Triphasé –10 kw	353.60€		
Triphasé – Power : 15 kw	401,24 €		
Triphasé – Power : 20 kw	519,42 €		
Triphasé – Power: 40 kw	942,18 €		
MULTIPLUG(3 prises)	7,00 €		
3 meter extension lead	11,54 €		
		TOTAL VAT EXCL	
		TVA 20 %	
		TOTAL VAT INCL	

Date and Signature

## LUNCH PACKAGES

- Booth name: .....
- Booth number : .....

Catering Packages	Quantity	unit price VAT ex.	Total amount VAT ex.
Morning package minimum 25 people 2 coffee pots, 1 warm water pot, 2 L fruit juice, 1L Evian water, 1L Perrier water, 50 mini pastries, glasses, sugar and tea bags. DELIVERIES BETWEEN 8 AND 9.30 AM		65.00 €	
Afternoon package : minimum 25 people 2 coffee pots, 1 warm water pot, 2 L fruit juice, 1L Evian water, 1L Perrier water , 1L Coca-Cola, 50 biscuits, glasses, sugar and tea bags. DELIVERIES BETWEEN 2 AND 3.30 PM		72.00 €	
1L fruit juice (apple / orange)		3.00 €	
Sodas 33 cl (Coca-cola/ Orangina/Nestea )		2.50€	
Champagne 75 cl		30.00 €	
10 Champagne plastic glasses		15.00 €	
Surprise bread (50 sandwiches)		45.00 €	
Savoury canapés (48 units)		45.00 €	
Sweet canapés (50 pièces)		42.00 €	
Fruits basket (20 people)		57.00 €	
Fresh fruits brochettes (unit price)		2.20 €	
Water cooler + 1 water bottle (18.9L)		90.00 €	
extra water bottle (18.9L)		21.00 €	
VAT 10 % for non-alcoholic beverages			
VAT 20% for alcoholic beverages		TOTAL € VAT ex.	
	VAT10%		
	VAT 20%		
		Total Amount	

Date and Signature

## ➤ CAR PARK TICKET

- Booth name: .....
- Booth number : .....

ITEM	PRICE €	QUANTITY	TOTAL €
1 day car park ticket	14,96 €		
2 day car park ticket	29,81 €		
3 day car park ticket	44,77 €		
4 day car park ticket	59,73 €		
			TOTAL VAT EXCL
			VAT 20 %
			TOTAL VAT INCL

Car park tickets will be given on site.

Signature

## ➤ Cleaning option/ Floral decoration

- Booth name: .....
- Booth number : .....

A quick Hoovering and emptying of the rubbish bins are done each evening.  
For a deeper daily cleaning, after coffee breaks for instance, of tables cleaning, the service is charged to the exhibitor.

ITEM	PRICE €	NUMBEROF SQM X DAYS	€
<b>sqm cleaning</b>	0,96 €		
			TOTAL VAT EXCL.
			TVA 20 %
			TOTAL INCL.

ITEM	Price €	Quantity	Total €
1.40>1.60 meter high plan	50,18		
Bouquet 30 cm diameter	37,23		
			TOTAL excl. VAT
			VAT 20 %
			TOTAL inc. VAT

Signature

## ➤ Administration fees

- Booth name: .....
- Booth number : .....

For every order via the website, the Administration fee is 17 €.

ITEM	PRICE €	Quantity	TOTAL €
Administration Fee	47,00	1	47
			TOTAL VAT EXCL
			47
			VAT 20 %
			9,40
			TOTAL VAT INCL
			56,40

Signature



## **Order Form – To be returned before September 5, 2015**

- Booth name: .....
- Booth number : .....

Orders	Yes	No	€	€
Fascia Hanging sign board			included	included
Booth fitting				
Furniture				
Information Equipment				
Audiovisual equipment				
Internet connexions				
Electrical services				
Catering – excl. Alcohols VAT 10 %				
Catering – incl. Alcohols VAT 20 %				
Car park tickets				
Cleaning option, floral decoration				
Administration Fee			47,00	56,40 €
Total				

Date and Signature

## ➤ Order Form – To be returned before September 5, 2015

### Invoicing Information (mandatory so that your order can be taken into account):

Name/ First Name : .....

Address : .....

.....

.....

Phone Number : .....

e-mail address:.....

VAT number / DUNS : .....

### Payment details

#### ☐ **Bank Transfer to Toulouse Événements**

Banque	Guichet	N° Compte	Clé	Domiciliation
10096	18100	00065660301	71	CIC Grandes Entreprises LYON
<u>IBAN International Bank Account Number</u>				
FR76 1009 6181 0000 0656 6030 171				<u>Titulaire du compte</u>
				TOULOUSE
<u>Bank Identification Code (BIC)</u>				EVENEMENTS
CMCIFRPP				Rond Point Michel Benech
				31400 TOULOUSE

#### ☐ **Credit Card**

☐ Visa

☐ Eurocard/Mastercard

Card N°

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Expire on

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I, \_\_\_\_\_, allows the Centre de Congrès Pierre Baudis to charge  
the amount of \_\_\_\_\_.

#### ☐ **Cheque, to Toulouse Événements (to be attached to the order)**

Cheque N°: .....

Bank : .....

Date & Signature